

**Brookfield Housing Authority**  
**3 Brooks Quarry Road**  
**Brookfield, CT 06804-1052**  
(203) 775-1403 Fax (203) 740 8714

**Thursday, September 16, 2021 – Meeting Minutes**  
Via Zoom

1.0 **Call to order:** *The meeting was called to order at 6:01 PM.*

**In Attendance:**

**Commissioners:**

*Michael Steele - Chairman, Howard Lasser - Treasurer,  
Masarrat Quasar – Secretary, Jo-Ann Gargiulo – Resident Commissioner.*

**Management:** *Gina Parisi, General Manager, Matt Fontaine, Controller DMC*

**Absent:**

*Pledge of Allegiance to the Flag was omitted due to circumstances.*

2.0 **Approval of June Minutes:**

*Jo-Ann made a motion to approve the minutes. Howard second it. Carried.*

3.0 **Treasurer's Report:**

- *Annual Operating Budget submitted.*
- *No major problems, fewer expenses.*
- *Rent increase to reflect 1.3% SS COLA increase included in budget.*
- *Howard made motion to approve. Jo-Ann second. Carried.*
- *Michael to be authorized to sign BHA management plan.*
- *Howard made motion to approve. Jo-Ann second. Carried.*
- *Pre-Development Loan – Howard spoke with Steve Harding re Bond Commission of possibility to explore getting funding for BHA improvements.*

4.0 **Property Manager's Report:**

*Attached.*

- *One correction to be made. Status of work orders should be 11 completed.*
- *One resident still approaching vendor after having been warned against this action has been advised that further interaction will be grounds for eviction.*

5.0 **Commissioner Reports and Updates:**

Chairman:

Sidewalk Project:

- A few units had drain water flowing into the porticos, Michael authorized contractor to put in new sumps.
- Paving is projected for 9/22.

Model Apartment Project:

- Professional needed to do storyboard, website, and as videographer to publicize Brooks Quarry. One person interviewed. Howard will look for a volunteer. Masarrat will reach out to an acquaintance who has capability.

Vice- Chairman:

Secretary:

Resident Commissioner:

- Notices sent to inside mailboxes re funding for internet savings.
- Board congratulated Jo-Ann on being sworn in as Resident Commissioner for another term.

6.0 **New Business:**

7.0 **Executive Session:**

8.0 **Adjourn:** Jo-Ann motioned to adjourn the meeting. Masarrat second it. Carried.

The meeting adjourned at 6:46 PM.

Respectfully submitted by Jo-Ann Gargiulo, Resident Commissioner

# Brookfield Housing Authority

## Profit & Loss

### July through August 2021

	<u>Jul 21</u>	<u>Aug 21</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
5930 Grant Revenue	0.00	33,725.00	33,725.00
5120 Rent Revenue	15,665.00	15,665.00	31,330.00
5121 Subsidy Revenue	1,929.00	1,929.00	3,858.00
Rental Income - Excess of Base	1,533.00	1,545.00	3,078.00
5220 Apartments - Vacancy	-1,358.00	-1,358.00	-2,716.00
5910 Laundry & Vending Revenue	0.00	358.75	358.75
3510 Sales & Service to tenants	992.00	992.00	1,984.00
Interest Income	9.91	9.54	19.45
Total Income	<u>18,770.91</u>	<u>52,866.29</u>	<u>71,637.20</u>
Expense			
Administrative			
6250 Other Renting Exp	105.17	105.17	210.34
6310 Office Salaries	2,026.83	3,053.50	5,080.33
6311-20 Telephone/AnswerService	340.05	365.94	705.99
6311 Office Supplies/Expense	1,681.87	114.60	1,796.47
6320 Management Fee	2,103.50	2,103.50	4,207.00
6340 Legal Expenses	0.00	325.00	325.00
6351 Bookkeeping/Accounting	288.75	288.75	577.50
6370 Bad Debts	556.00	339.00	895.00
Total Administrative	<u>7,102.17</u>	<u>6,695.46</u>	<u>13,797.63</u>
Utilities			
6420 Fuel Oil	0.00	19.68	19.68
6450 Electricity	523.89	533.60	1,057.49
6451 Water	675.00	825.00	1,500.00
6454 Cable	1,352.49	1,375.25	2,727.74
Total Utilities	<u>2,551.38</u>	<u>2,753.53</u>	<u>5,304.91</u>
Repairs & Maintenance			
Contracts			
6520-20 Exterminating Contract	135.00	135.00	270.00
6520-30 Grounds Contract	1,416.66	1,416.66	2,833.32
6520-40 Repair Contract	812.00	1,764.00	2,576.00
6525 Trash Removal	556.42	556.42	1,112.84
6546 HVAC Contract/Repairs	251.18	251.18	502.36
Total Contracts	<u>3,171.26</u>	<u>4,123.26</u>	<u>7,294.52</u>
Supplies			
6515-40 Repair Material	482.75	605.32	1,088.07
Total Supplies	<u>482.75</u>	<u>605.32</u>	<u>1,088.07</u>
Total Repairs & Maintenance	<u>3,654.01</u>	<u>4,728.58</u>	<u>8,382.59</u>
Taxes & Insurance			
6711 Payroll Taxes	243.22	366.42	609.64
6720 Property Liability Insuran	1,425.17	1,425.17	2,850.34
6722 Worker's Comp. Insurance	60.81	91.60	152.41
6723 Health Insurance	95.43	315.90	411.33

# Brookfield Housing Authority

## Profit & Loss

### July through August 2021

	Jul 21	Aug 21	TOTAL
Total Taxes & Insurance	1,824.63	2,199.09	4,023.72
Total Expense	15,132.19	16,376.66	31,508.85
Net Ordinary Income	3,638.72	36,489.63	40,128.35
Other Income/Expense			
Other Expense			
7026 Replacement Reserve	875.00	875.00	1,750.00
7027 Replacement Rsrv Offset	-875.00	-875.00	-1,750.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	<u>3,638.72</u>	<u>36,489.63</u>	<u>40,128.35</u>

# Brookfield Housing Authority

## Profit & Loss Budget vs. Actual

July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5930 Grant Revenue	33,725.00		
5120 Rent Revenue	31,330.00	31,123.84	206.16
5121 Subsidy Revenue	3,858.00	2,182.50	1,675.50
Rental Income - Excess of Base	3,078.00	3,275.16	-197.16
5220 Apartments - Vacancy	-2,716.00	1,032.00	-3,748.00
5410 Revenue - Operating Int	0.00	20.66	-20.66
5910 Laundry & Vending Revenue	358.75	233.34	125.41
3510 Sales & Service to tenants	1,984.00	1,928.84	55.16
Interest Income	19.45		
<b>Total Income</b>	<u>71,637.20</u>	<u>39,796.34</u>	<u>31,840.86</u>
<b>Expense</b>			
<b>Administrative</b>			
6203 Conventions & Meetings	0.00	0.00	0.00
6210 Advertising & Marketing	0.00	0.00	0.00
6250 Other Renting Exp	210.34	210.34	0.00
6310 Office Salaries	5,080.33	4,953.00	127.33
6311-20 Telephone/AnswerService	705.99	307.66	398.33
6311 Office Supplies/Expense	1,796.47	1,935.84	-139.37
6320 Management Fee	4,207.00	4,207.00	0.00
6340 Legal Expenses	325.00	172.16	152.84
6350 Auditing Expenses	0.00	1,050.00	-1,050.00
6351 Bookkeeping/Accounting	577.50	577.50	0.00
6370 Bad Debts	895.00		
<b>Total Administrative</b>	<u>13,797.63</u>	<u>13,413.50</u>	<u>384.13</u>
<b>Utilities</b>			
6420 Fuel Oil	19.68	2.00	17.68
6450 Electricity	1,057.49	1,736.00	-678.51
6451 Water	1,500.00	1,153.16	346.84
6452 Gas	0.00	0.00	0.00
6453 Sewer	0.00	800.00	-800.00
6454 Cable	2,727.74	2,538.66	189.08
<b>Total Utilities</b>	<u>5,304.91</u>	<u>6,229.82</u>	<u>-924.91</u>
<b>Repairs &amp; Maintenance</b>			
<b>Contracts</b>			
6520-20 Exterminating Contract	270.00	270.00	0.00
6520-30 Grounds Contract	2,833.32	3,428.58	-595.26
6520-40 Repair Contract	2,576.00	6,832.84	-4,256.84
6525 Trash Removal	1,112.84	1,030.50	82.34
6546 HVAC Contract/Repairs	502.36	1,405.00	-902.64
6548 SnowRemoval Contract/Suppl	0.00	0.00	0.00
<b>Total Contracts</b>	<u>7,294.52</u>	<u>12,966.92</u>	<u>-5,672.40</u>
<b>Supplies</b>			

# Brookfield Housing Authority

## Profit & Loss Budget vs. Actual

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget
6515-40 Repair Material	1,088.07	1,208.66	-120.59
Total Supplies	1,088.07	1,208.66	-120.59
Total Repairs & Maintenance	8,382.59	14,175.58	-5,792.99
Taxes & Insurance			
6711 Payroll Taxes	609.64	630.16	-20.52
6720 Property Liability Insuran	2,850.34	2,984.00	-133.66
6722 Worker's Comp. Insurance	152.41	146.16	6.25
6723 Health Insurance	411.33	196.00	215.33
Total Taxes & Insurance	4,023.72	3,956.32	67.40
Total Expense	31,508.85	37,775.22	-6,266.37
Net Ordinary Income	40,128.35	2,021.12	38,107.23
Other Income/Expense			
Other Expense			
7026 Replacement Reserve	1,750.00	1,750.00	0.00
7027 Replacement Rsrv Offset	-1,750.00	-1,750.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	40,128.35	2,021.12	38,107.23

# Brookfield Housing Authority

## Profit & Loss Budget vs. Actual

July through August 2021

	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>	
Income	
5930 Grant Revenue	
5120 Rent Revenue	100.66%
5121 Subsidy Revenue	176.77%
Rental Income - Excess of Base	93.98%
5220 Apartments - Vacancy	-263.18%
5410 Revenue - Operating Int	0.0%
5910 Laundry & Vending Revenue	153.75%
3510 Sales & Service to tenants	102.86%
Interest Income	
<b>Total Income</b>	<b>180.01%</b>
Expense	
Administrative	
6203 Conventions & Meetings	0.0%
6210 Advertising & Marketing	0.0%
6250 Other Renting Exp	100.0%
6310 Office Salaries	102.57%
6311-20 Telephone/AnswerService	229.47%
6311 Office Supplies/Expense	92.8%
6320 Management Fee	100.0%
6340 Legal Expenses	188.78%
6350 Auditing Expenses	0.0%
6351 Bookkeeping/Accounting	100.0%
6370 Bad Debts	
<b>Total Administrative</b>	<b>102.86%</b>
Utilities	
6420 Fuel Oil	984.0%
6450 Electricity	60.92%
6451 Water	130.08%
6452 Gas	0.0%
6453 Sewer	0.0%
6454 Cable	107.45%
<b>Total Utilities</b>	<b>85.15%</b>
Repairs & Maintenance	
Contracts	
6520-20 Exterminating Contract	100.0%
6520-30 Grounds Contract	82.64%
6520-40 Repair Contract	37.7%
6525 Trash Removal	107.99%
6546 HVAC Contract/Repairs	35.76%
6548 SnowRemoval Contract/Suppl	0.0%
<b>Total Contracts</b>	<b>56.26%</b>
Supplies	

# Brookfield Housing Authority

## Profit & Loss Budget vs. Actual

July through August 2021

	<u>% of Budget</u>
6515-40 Repair Material	90.02%
Total Supplies	90.02%
Total Repairs & Maintenance	59.13%
Taxes & Insurance	
6711 Payroll Taxes	96.74%
6720 Property Liability Insuran	95.52%
6722 Worker's Comp. Insurance	104.28%
6723 Health Insurance	209.86%
Total Taxes & Insurance	101.7%
Total Expense	83.41%
Net Ordinary Income	1,985.45%
Other Income/Expense	
Other Expense	
7026 Replacement Reserve	100.0%
7027 Replacement Rsrv Offset	100.0%
Total Other Expense	0.0%
Net Other Income	0.0%
Net Income	<u>1,985.45%</u>



# Brookfield Housing Authority

## Balance Sheet

As of August 31, 2021

	Jul 31, 21	Aug 31, 21
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
1123 CHFA Sidewalk	100.00	85.00
1120 Checking 1610	101,147.40	99,803.12
1121 Security Deposits 3400	5,047.59	5,047.84
1122 BHA Grant 1545	45,063.42	45,063.42
Petty Cash	100.00	100.00
Total Checking/Savings	151,458.41	150,099.38
Accounts Receivable		
1130 Accounts Receivable	6,730.72	9,032.72
Total Accounts Receivable	6,730.72	9,032.72
Other Current Assets		
1200 Prepaid Expenses	3,168.38	2,812.03
Rehabilitation Funds Receivable	70,815.97	70,815.97
Unexpired Insurance	329.10	386.15
Total Other Current Assets	74,313.45	74,014.15
Total Current Assets	232,502.58	233,146.25
<b>Fixed Assets</b>		
1405 - Development Cost	1,112,596.92	1,112,596.92
1405 Capital Improvements	4,110.00	4,110.00
1410 Land	585,720.00	585,720.00
1415 Land Improvements	0.00	33,725.00
1490 Building Improvements	24,627.90	24,627.90
Furniture & Equipment	134,983.00	134,983.00
Capital Improvements	437,745.31	437,745.31
Rehab Program Expenditures	554,388.03	554,388.03
1495 Accumulated Depreciation	-999,871.03	-999,871.03
Total Fixed Assets	1,854,300.13	1,888,025.13
<b>Other Assets</b>		
RAP Subsidy Receivable	1,498.00	3,427.00
Total Other Assets	1,498.00	3,427.00
<b>TOTAL ASSETS</b>	<b>2,088,300.71</b>	<b>2,124,598.38</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
2110 Accounts Payable	11,021.09	10,664.13
Total Accounts Payable	11,021.09	10,664.13
Other Current Liabilities		
2210 Deferred Grant Rev	70,815.97	70,815.97
2123 Accrued Expenses	3,517.02	3,682.02
2191 Security Deposit Payable	4,243.00	4,243.00
2210 Prepaid Rent	2,206.00	2,206.00
Sundry Accounts Payable	156,000.02	156,000.02

# Brookfield Housing Authority

## Balance Sheet

As of August 31, 2021

	Jul 31, 21	Aug 31, 21
Total Other Current Liabilities	236,782.01	236,947.01
Total Current Liabilities	247,803.10	247,611.14
Total Liabilities	247,803.10	247,611.14
Equity		
3132 Temp Restricted NA - State	1,979,851.57	1,979,851.57
3132 Temp Restricted NA - Town	374,890.00	374,890.00
Unrestricted NA	-517,882.68	-517,882.68
Net Income	3,638.72	40,128.35
Total Equity	1,840,497.61	1,876,987.24
TOTAL LIABILITIES & EQUITY	2,088,300.71	2,124,598.38

# PROJECTED ANNUAL OPERATING BUDGET

## Asset Management - Multifamily Housing

CHFA Form HM 6-12 (Rev. 10/2016)

Development Name:	Brooks Quarry	Fiscal Year-End: 2022	Beginning: 07/01/2021
CHFA Number:	85011D	HUD Number:	No. of Units: 35
Mortgagor (Owner):	Brookfield Housing Authority	State number(s): E-135	Prepared By: DeMarco Management Corporation

\* = 9 months Actual plus 3 months Projected

* = 9 months Actual plus 3 months Projected			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Former SSHP			2021	2021		2022	2022	\$ Per	\$ Per	% of
LINE ITEM DESCRIPTION	Acct. #	HUD/CHFA Acct. #	BUDGET	ACTUAL*	VARIANCE	ADJUST +/-	BUDGET	Unit	Unit Month	GPI
1 Rent Revenue- Gross Potential (Tenant's Portion)	3100	5120	192,024	186,743	(5,281)	8,437	195,180	5,577	465	87.99%
2 Rental Income-Excess of Base	3100.1	5120.1	2,837	13,095	10,258	(3,195)	9,900	283	24	4.46%
3 Tenant Assistance Payments (HAP Receipts)		5121	0	0	0	0	0	0	0	0.00%
4 Tenant Assistance Payments (RAP Receipts)	2811	5121.1	0	0	0	0	0	0	0	0.00%
5 Tenant Assistance Payments (ERAP Receipts)		5121.2	18,456	19,651	1,195	(2,911)	16,740	478	40	7.55%
6 Tenant Assistance Payments - Congregate		5121.3	0	0	0	0	0	0	0	0.00%
7 Rent Revenue- Stores & Commercial		5140	0	0	0	0	0	0	0	0.00%
8 Rent Revenue- Garage & Parking	3300	5170	0	0	0	0	0	0	0	0.00%
9 Flexible Subsidy Revenue		5180	0	0	0	0	0	0	0	0.00%
10 Miscellaneous Rent Revenue	3120/3300	5190	0	0	0	0	0	0	0	0.00%
11 Excess Rent	3100.1	5191	0	0	0	0	0	0	0	0.00%
12 Excess Utilities	3110	5191.1	0	0	0	0	0	0	0	0.00%
13 Rent Revenue- Insurance		5192	0	0	0	0	0	0	0	0.00%
14 Special Claims Revenue	3220	5193	0	0	0	0	0	0	0	0.00%
15 Retained Excess Income		5194	0	0	0	0	0	0	0	0.00%
16 Total Rent Revenue (GPI @ 100% Occupancy)		5100T	213,317	219,489	6,172	2,331	221,820	6,338	528	100.00%
17 Apartments- Vacancy	3210	5220	6,314	21,323	15,009	(14,965)	6,358	182	15	2.87%
18 Stores & Commercial- Vacancy		5240	0	0	0	0	0	0	0	0.00%
19 Rental Concessions		5250	0	0	0	0	0	0	0	0.00%
20 Garage & Parking- Vacancy		5270	0	0	0	0	0	0	0	0.00%
21 Miscellaneous (other vacancy)		5290	0	0	0	0	0	0	0	0.00%
22 Total Vacancies		5200T	6,314	21,323	15,009	(14,965)	6,358	182	15	2.87%
23 Net Rental Revenue (Rent Revenue Less Vacancy)		5125N	207,003	198,166	(8,837)	17,296	215,462	6,156	513	97.13%
24 Elderly & Congregate Serv. Income (attach schedule)		5300	0	0	0	0	0	0	0	0.00%
25 Financial Revenue- Project Operations	3610	5410	132	124	(8)	0	124	4	0	0.06%
26 Revenue from Investments- Residual Receipts		5430	0	0	0	0	0	0	0	0.00%
27 Revenue from Investments- Replacement Reserves		5440	0	0	0	0	0	0	0	0.00%
28 Revenue from Investments- Miscellaneous		5490	0	0	0	0	0	0	0	0.00%
29 Total Financial Revenue		5400T	132	124	(8)	0	124	4	0	0.06%
30 Laundry & Vending Revenue	3620	5910	2,100	1,328	(772)	72	1,400	40	3	0.63%
31 NSF & Late Fees		5915	0	85	85	(85)	0	0	0	0.00%
32 Damages & Cleaning Fees		5930	0	0	0	0	0	0	0	0.00%
33 Forfeited Tenant Security Deposits		5940	0	0	0	0	0	0	0	0.00%
34 Sales & Service to Tenants (including Cable TV fees)	3510	5943	14,070	11,573	(2,497)	1,447	13,020	372	31	5.87%
35 Interest Reduction Payments		5945	0	0	0	0	0	0	0	0.00%
36 Grant Income-Capital Grant-Unrestricted		5980	0	0	0	0	0	0	0	0.00%
37 Grant Income-Capital Grant-Temporarily Restricted		5981	0	0	0	0	0	0	0	0.00%
38 Miscellaneous Revenue	6100	5990	0	4,092	4,092	(4,092)	0	0	0	0.00%
39 Total Other Revenue		5900T	16,170	17,078	908	(2,658)	14,420	412	34	6.50%
40 TOTAL REVENUE		5000T	223,305	215,368	(7,937)	14,638	230,006	6,572	548	103.69%
41 Conventions & Meetings	4153	6203	0	0	0	0	0	0	0	0.00%
42 Management Consultants		6204	0	0	0	0	0	0	0	0.00%
43 Advertising & Marketing		6210	600	0	(600)	600	600	17	1	0.27%
44 Apartment Resale Expenses (Coops)		6235	0	0	0	0	0	0	0	0.00%
45 Other Renting Expenses	4152	6250	1,298	1,262	(36)	0	1,262	36	3	0.57%
46 Office Salaries	4120	6310	32,661	30,075	(2,586)	2,586	32,661	933	78	14.72%
47 RSC DOH Grants Only		6310.1	0	0	0	0	0	0	0	0.00%
48 Office or Model Apartment Rent		6312	0	0	0	0	0	0	0	0.00%
49 Compensated Absences - Administrative Salaries	4120.1	6313	0	0	0	0	0	0	0	0.00%
50 Office Supplies	4151	6315	7,050	10,565	3,515	(5,465)	5,100	146	12	2.30%
51 Management Fee	4132	6320	25,242	25,242	0	0	25,242	721	60	11.38%
52 Manager or Superintendent Salaries		6330	0	0	0	0	0	0	0	0.00%
53 Administrative Rent Free Unit		6331	0	0	0	0	0	0	0	0.00%
54 Legal Expense (Project)	4130	6340	0	1,033	1,033	(1,033)	0	0	0	0.00%
55 Audit Expense		6350	6,300	6,300	0	450	6,750	193	16	3.04%
56 Bookkeeping Fees/Accounting Services	4131	6351	3,465	3,465	0	0	3,465	99	8	1.56%
57 Telephone & Answering Service		6360	3,300	2,661	(639)	0	2,661	76	6	1.20%
58 Bad Debts	4820	6370	0	362	362	(362)	0	0	0	0.00%
59 State Service Charge - Administrative	4716	6380	0	0	0	0	0	0	0	0.00%
60 Miscellaneous Administrative Expenses		6390	0	0	0	0	0	0	0	0.00%
61 Total Administrative Expenses		6263T	79,916	80,965	1,049	(3,224)	77,741	2,221	185	35.05%
62 Fuel Oil/ Coal	4340	6420	100	11	(89)	1	12	0	0	0.01%
63 Electricity	4320	6450	9,000	9,296	296	0	9,296	266	22	4.19%

**PROJECTED  
ANNUAL OPERATING BUDGET**

**Asset Management - Multifamily Housing**

CHFA Form HM 6-12 (Rev. 10/2016)

Development Name:	Brooks Quarry	Fiscal Year-End: 2022	Beginning: 07/01/2021
CHFA Number:	85011D	HUD Number:	No. of Units: 35
Mortgagor (Owner):	Brookfield Housing Authority	State number(s): E-135	Prepared By: DeMarco Management Corporation

\* = 9 months Actual plus 3 months Projected

* = 9 months Actual plus 3 months Projected			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
LINE ITEM DESCRIPTION	Former SSHP Acct. #	HUD/CHFA Acct. #	2021 BUDGET	2021 ACTUAL*	VARIANCE	2022 ADJUST +/-	2022 BUDGET	\$ Per Unit	\$ Per Unit Month	% of GPI
64 Water	4310	6451	4,920	6,919	1,999	81	7,000	200	17	3.16%
65 Gas	4330	6452	0	0	0	0	0	0	0	0.00%
66 Sewer	4360	6453	4,733	4,670	(63)	130	4,800	137	11	2.16%
67 Cable Television	4350	6454	14,931	15,232	301	992	16,224	464	39	7.31%
68 Total Utilities Expense		6400T	33,684	36,128	2,444	1,204	37,332	1,067	89	16.83%
69 Compensated Absences - Maintenance Wages	4410.1	6510.1	0	0	0	0	0	0	0	0.00%
70 Janitor & Cleaning Payroll	4410.2	6511	0	0	0	0	0	0	0	0.00%
71 Janitor and Cleaning Supplies		6516	0	0	0	0	0	0	0	0.00%
72 Janitor and Cleaning Contracts	4430.1	6517	0	0	0	0	0	0	0	0.00%
73 Exterminating Contracts	4430.2	6519	1,542	1,423	(119)	197	1,620	46	4	0.73%
74 Operating & Maintenance Rent Free Unit		6521	0	0	0	0	0	0	0	0.00%
75 Exterminating Supplies	4430	6522	0	0	0	0	0	0	0	0.00%
76 Garbage & Trash Removal	4710	6525	6,183	6,183	0	9	6,192	177	15	2.79%
77 Security Payroll/ Contracts	4430.3	6530	0	0	0	0	0	0	0	0.00%
78 Security Rent Free Unit		6531	0	0	0	0	0	0	0	0.00%
79 Grounds Payroll	4410.3	6535	0	0	0	0	0	0	0	0.00%
80 Grounds Supplies		6536	0	0	0	0	0	0	0	0.00%
81 Grounds Contracts	4430.4	6537	10,232	12,000	1,768	(1,766)	10,234	292	24	4.61%
82 Repairs Payroll	4410	6540	0	0	0	0	0	0	0	0.00%
83 Repairs Material	4420	6541	8,400	6,300	(2,100)	600	6,900	197	16	3.11%
84 Repairs Contracts	4430	6542	35,970	40,997	5,027	(802)	40,195	1,148	96	18.12%
85 Elevator Maintenance Contract	4430.5	6545	0	0	0	0	0	0	0	0.00%
86 Heating/Cooling Repairs & Maintenance		6546	6,000	7,076	1,076	124	7,200	206	17	3.25%
87 Swimming Pool Maintenance Contract	4430.6	6547	0	0	0	0	0	0	0	0.00%
88 Snow Removal		6548	8,750	8,315	(435)	(5)	8,310	237	20	3.75%
89 Decorating (Painting) Contract/Payroll		6560	0	0	0	0	0	0	0	0.00%
90 Decorating Supplies		6561	0	0	0	0	0	0	0	0.00%
91 Vehicle & Maint. Equip. Operation & Repair	4440	6570	0	0	0	0	0	0	0	0.00%
92 Miscellaneous Operating & Maintenance	6200	6590	0	0	0	0	0	0	0	0.00%
93 Total Operating & Maintenance Expenses		6500T	77,077	82,294	5,217	(1,643)	80,651	2,304	192	36.36%
94 Real Estate Tax	4715	6710	0	0	0	0	0	0	0	0.00%
95 Payroll Taxes (project share)	4161	6711	3,919	3,781	(138)	138	3,919	112	9	1.77%
96 Miscellaneous Taxes, Licenses, Permits		6719	0	0	0	0	0	0	0	0.00%
97 Property & Liability Insurance	4711	6720	16,300	17,076	776	828	17,904	512	43	8.07%
98 Fidelity Bond Insurance		6721	0	0	0	0	0	0	0	0.00%
99 Workmen's Compensation		6722	930	877	(53)	103	980	28	2	0.44%
100 Health Insurance & Other Employee Benefits	4160	6723	980	692	(288)	288	980	28	2	0.44%
101 Pension Expense		6724	0	0	0	0	0	0	0	0.00%
102 Other Post-Employment Benefits Expense		6725	0	0	0	0	0	0	0	0.00%
103 Other Insurance		6729	0	0	0	0	0	0	0	0.00%
104 Total Taxes & Insurance		6700T	22,129	22,426	297	1,357	23,783	680	57	10.72%
105 Elderly & Congregate Serv. Expense (attach schedule)		6900	0	0	0	0	0	0	0	0.00%
106 TOTAL OPERATING EXPENSES (Before Depr. & Interest)		6000T	212,806	221,813	9,007	(2,306)	219,507	6,272	523	98.96%
107 OPERATING INCOME (LOSS) (Before Depr. & Interest)		5060T	10,499	(6,445)	(16,944)	16,945	10,500	300	25	4.73%
108 Mortgage Principal & Interest- CHFA Debt		1001-BI	0	0	0	0	0	0	0	0.00%
109 Mortgage Principal & Interest- Other Debt		1002-BI	0	0	0	0	0	0	0	0.00%
110 Mortgage Insurance Premium/ Service Charges		6850-BI	0	0	0	0	0	0	0	0.00%
111 Miscellaneous Financial Expenses		6890-BI	0	0	0	0	0	0	0	0.00%
112 Total Financial Expenditures		1000-BI	0	0	0	0	0	0	0	0.00%
113 Replacement Reserve Deposits		1310-BI	10,500	10,500	0	0	10,500	300	25	4.73%
114 Operation & Maintenance Escrow Acct. Deposits		1320-BI	0	0	0	0	0	0	0	0.00%
115 Operating (Other) Reserve Deposits		1330-BI	0	0	0	0	0	0	0	0.00%
116 CASH FLOW AFTER DEBT SERVICE		1300-BI	(1)	(16,945)	(16,944)	16,945	(0)	(0)	(0)	0.00%
117 Capital Improvements- Building (attach schedule)		1410-BI	0	0	0	0	0	0	0	0.00%
118 Capital Improvements- Equipment (attach schedule)		1420-BI	0	0	0	0	0	0	0	0.00%
119 Operation & Maintenance Escrow Acct. Releases		1430-BI	0	0	0	0	0	0	0	0.00%
120 Replacement Reserve Releases		1440-BI	0	0	0	0	0	0	0	0.00%
121 Operating Reserve Releases		1450-BI	0	0	0	0	0	0	0	0.00%
122 Cash Flow Before Debt Service			(1)	(16,945)	(16,944)	16,945	(0)	(0)	(0)	0.00%
123 Debt Service Coverage Ratio (DSC)			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

CHFA PORTFOLIO: Please complete the section below.

[SSHP / DOH Portfolio: Please click here to go to the signature page.](#)

The undersigned presents the enclosed estimates as reasonable and accurate projections of operating income and expenses for ensuing fiscal year.

**PROJECTED  
ANNUAL OPERATING BUDGET**

**Asset Management - Multifamily Housing**

CHFA Form HM 6-12 (Rev. 10/2016)

Development Name:	Brooks Quarry	Fiscal Year-End:	2022	Beginning:	07/01/2021
CHFA Number:	85011D	HUD Number:		No. of Units:	35
Mortgagor (Owner):	Brookfield Housing Authority	State number(s):	E-135	Prepared By:	DeMarco Management Corporation

\* = 9 months Actual plus 3 months Projected

LINE ITEM DESCRIPTION	Former SSHP Acct. #	HUD/CHFA Acct. #	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
			2021 BUDGET	2021 ACTUAL*	VARIANCE	2022 ADJUST +/-	2022 BUDGET	S Per Unit	S Per Unit Month	% of GPI
Agent Signature:										
Owner Signature:										
The undersigned acknowledges receipt of a completed "budget" from the stated development.										
Asset Manager:										